Contract Database Survey

The State Controller's Office has recently undertaken a contract improvement initiative designed to improve state contracts. The Working Committee participating in the contract improvement initiative has recommended that the SCO establish a computerized contract database for all state contracts. The SCO currently does not have a functional contract document management system. The Contract Database Committee wants to elicit input for determining the feasibility for pursuing a statewide contract database for possible access and use by all state government departments and higher ed institutions. Please answer the questions below and click the submit button below. Thanks for your time and input. Responses are due by Close of Business _____.

1. What is your role in regards to contracts within your organization?
_____
How frequently do you have contact with the organization contracts? Daily, weekly, monthly, yearly (circle one)

2. Do you currently have a contract database or a contract tracking system in place? yes, no.   If you have a database, is it :
       *Excel
       *Access
       *COFRS Extract
       *In-house system
        *Vendor hosted solution
        *Purchased software
        *Other
3. If you answered yes to # 2 above what features does your system have:

       *CLIN or contract number -   yes   no
       *vendor contact information & FEIN-   yes   no
       *Contract information: term, dollars, effective date, termination date, description   of goods/services -   yes   no
       * Accounting information   yes   no
       *State contact information -   yes   no
       *risk analysis -   yes   no
       *routing/approval information   yes   no

Additional features your system has:_____

Additional features you would like your system to have:
_____

4. If you answered no the # 2 above, please list the features you would like in an automated system to track/monitor contracts:_____.

5. What do you see as the benefits of storing contracts in an electronic format?

_____

6. Would the ability to view contracts from other agencies be beneficial?_____
    For example: Search by Vendor
                  Search by type of Contract
                  Search by type of goods or service
                  Search on special wording
                  Search on special conditions related to a type of contract, say IT
                  Search on which departments purchasing specialty items your
                      department needs

7. Do you have any problems in operating your current system? If yes, what are they?_____

8. How many active contracts do you have? _____ How many are multi-year? _____

9. Can a database management committee member contact you if they have any questions?
If yes, please give your contact information.